



Allied Time USA



# AT-3000R USER MANUAL

P/N:AT-3000R-0818A

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## 1.0 GENERAL INFORMATION

### 1.1 Introduction

Thank you for purchasing the Allied Time AT-3000R time recorder. We hope this product will be to your satisfaction.

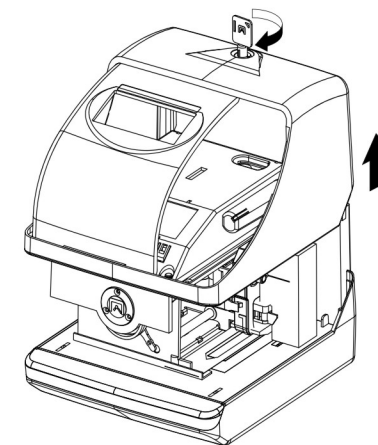
Time and date are preset at the factory. Prior to plugging in the power cord to the wall outlet, **make sure to remove card board and insert foam**. We recommend reading this manual before you start using this product.

### 1.2 Main Features

- Atomic Synchronization: Time and Date updates Automatically
- A Combination of Employee Time Clock and Time Stamp – Multi-Purpose use
- Large LCD Display (Date, Hour, Minute, Day of the Week)
- Daylight Saving Time (DST) Setting
- 4 Print Activation Ways: Automatic, Semi-Automatic, Manual, and Combination
- Adjustable Print Position
- Prints in 4 languages
- 13 Preset Comments
- 12 or 24-Hour Format
- Regular or Decimal minutes Format
- Optional Password Protection

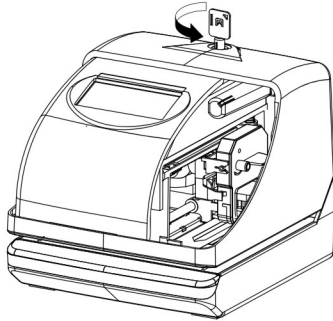
### 1.3 Opening Unit

You must open the unit in order to setup program. Insert the key into the lock on cover of the unit. Turn the key in the clockwise direction to unlock the cover and lift to remove. Refer to Diagram below.



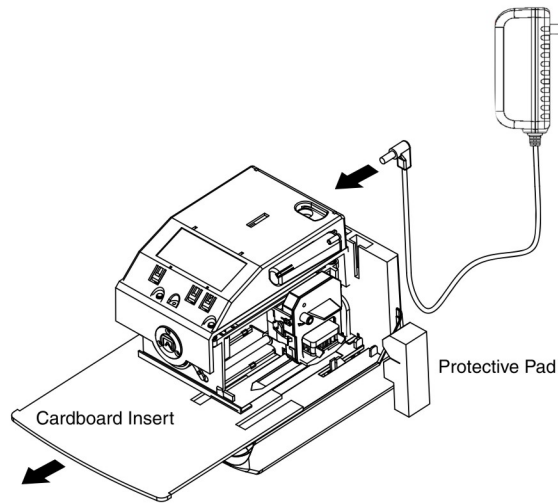
## 1.4 Closing Unit

Replace the cover. Insert the key into the lock on the cover of the unit. Turn the key in the counter clockwise position to lock the cover. Refer to Diagram below.



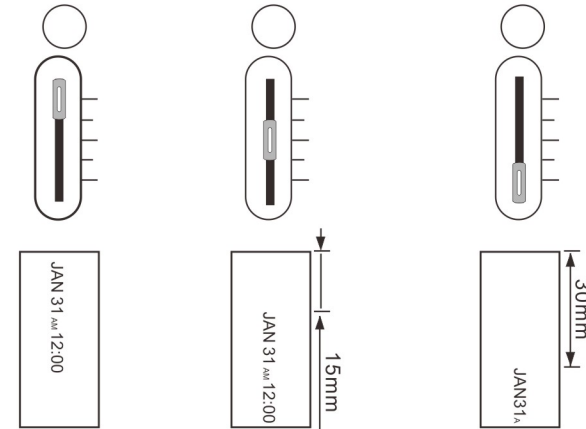
## 1.5 Powering the Unit

**Make sure to remove Cardboard Insert and Protective Foam prior to plugging in the unit!** Plug one end of the transformer into the back of the clock, and the other end into the AC outlet. Insert a card for a sample print. Refer to Diagram below.



## 1.6 Adjusting Print Position

Print position from the card edge is adjustable by pressing on and sliding the print position lever located on the right outside bottom of the unit. Maximum distance from the edge of form to print is approximately 1-3/16" (30 mm). Refer to Print Position Diagram below.



## General Setting Instructions

Pressing SELECT button will activate the programming mode. There are 14 total programming steps, starting with date setup and ending with Password setup.

Triangle ▲ on top will move and point you to the type of program step/setting you are working on. Pressing CHANGE button moves you through available options. Pressing SET button saves the selected option. Pressing SET button again after all the changes are done for desired step exits you out of programming mode. Pressing SELECT button will move you on to the next step.

## 2.0 PROGRAM SETTINGS

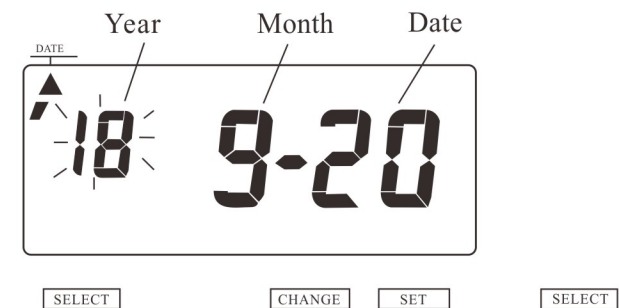
### 2.1 Set Date

Press SELECT until ▲ points at Date.

Press CHANGE to change the month, press SET to save.

Press CHANGE to change the day, press SET to save.

Press CHANGE to change the year, press SET to save.

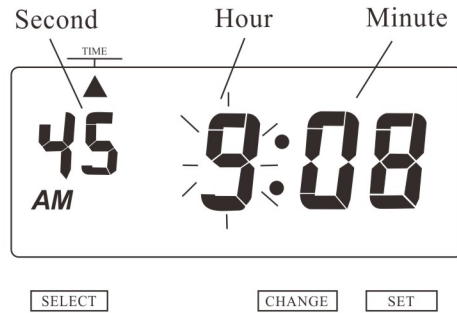


## 2.2 Set Time

Press SELECT until ▲ points at Time

Press CHANGE to change the Hour, press SET to save

Press CHANGE to change the Minutes, press SET to save

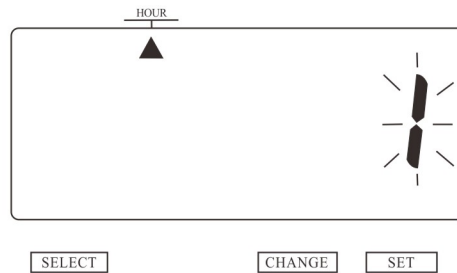


## 2.3 Change HOUR Display Format

The default Hour Display Format is set to be 12-hour format

Press SELECT until ▲ points at Hour.

Press CHANGE to set (1) for 12 or (2) for 24 hour format.

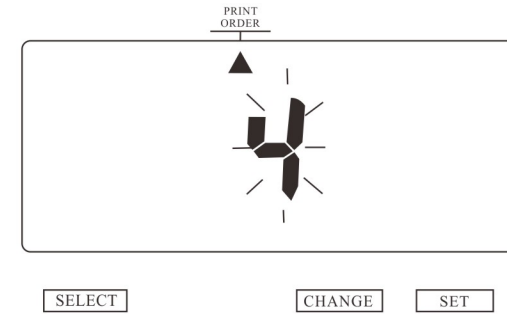


	Hour Display Format Options	Display
1	12 Hour	PM 3:00
2	24 Hour	15:00

## 2.4 Print Order Setting

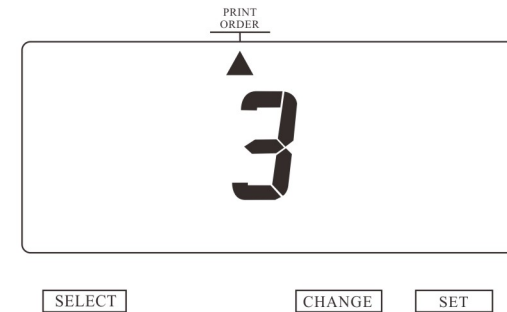
The default setting is #4: Y.M.D.H.Min. To change the print order, Press

SELECT until ▲ points at print order



Press CHANGE to select print options from 1- 20.

Press SET to save.

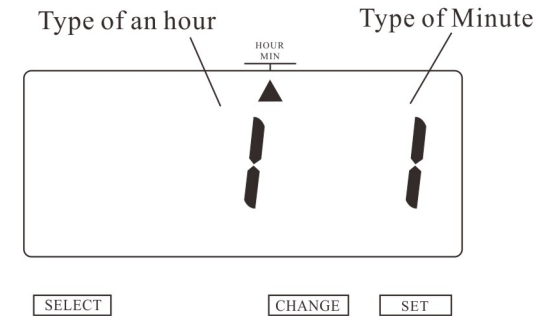


Please refer to below table of the print order options and the corresponding print examples.

Number	Format	Example
1	Y.M.D.H.Min.S	'18DEC 31 AM 08:00:00
2	M.D.Y.H.Min	DEC 31 '18 AM 08:00
3	D.M.Y.H.Min	31 DEC '18 AM 08:00
4	Y.M.D.H.Min	'18 DEC 31 AM 08:00
5	M.D.H.Min	DEC 31 AM 08:00
6	D.M.H.Min	31 DEC AM 08:00
7	D.H.Min	31 AM 08:00
8	DOW.D.M.Y	MO, 31 DEC '18
9	DOW.M.D.Y	MO, DEC 31 '18
10	DOW.D.H.Min	MO, 31 AM 08:00
11	M.D.Y	DEC 31 '18
12	Y.M.D.	'18 DEC 31
13	M.D.	DEC 31
14	M.D.Y.Msg	DEC 31 '18 IN
15	D.M.Y.Msg	31 DEC '18 IN
16	Y.M.D.Msg	'18 DEC 31 IN
17	Msg.M.D.Y	IN DEC 31 '18
18	Msg.D.M.Y	IN 31 DEC '18
19	Msg.Y.M.D	IN '18 DEC 31
20	Msg.D.H.Min	IN 31 AM 08:00

## 2.5 Set Hour/Minute Print Format

The default setting is 12-hour and 1/60 minute formats. To change this, press SELECT until ▲ points at Hour Min.



Press CHANGE to change 12/24 hour print format.

1 => 12 hours format    2 => 24 hours format

Hour Print Format	Print Example
12 Hour	JAN 31 PM3:00
24 Hour	JAN 31 15:00

Press SET to save and at that moment, the flashing digit indicates “Type of Minute”. Press CHANGE to set minute print format.

1 => 1/60 minute; 2 => 1/100 minute; 3 => 1/20 minute; 4 => 1/10 minute

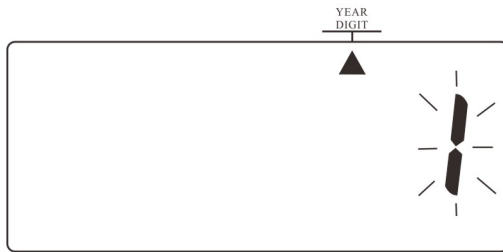
Please refer to the following table for examples of minute print format:

Minute Print Format	Print Example
1/60 Minute	AM 08:20
1/100 Minute	AM 08.33
1/20 Minute	AM 08.30
1/10 Minute	AM 08.3

Press SET to save.

## 2.6 Set Year Digit Print Format

The default setting is 2-digit year print format. To change, Press SELECT until ▲ points at Year Digit



SELECT

CHANGE

SET

Press CHANGE to set year digit print format.

1 => Two-digit format; 2 => Four-digit format.

Press SET to save.

Year Digit Print Format	Print Example
2-digit	'09
4-digit	2009

## 2.7 Set Leading Zero Print Format

The default setting disables the leading zero print format. To change, Press SELECT until ▲ points at Leading Zero



SELECT

CHANGE

SET

Press CHANGE to set leading zero print format.

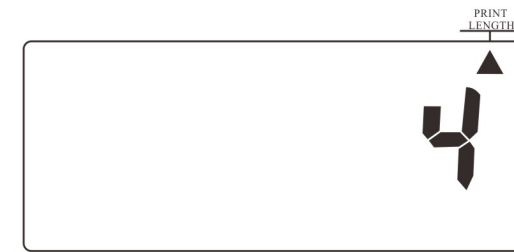
1 => Leading zero disabled; 2 => Leading zero enabled

Press SET to save.

Leading Zero Print Format	Print Example
Disabled	AM 8:00
Enabled	AM 08:00

## 2.8 Set Print Font Size

Press SELECT until ▲ points at Print Length.



SELECT

CHANGE

SET

Press CHANGE to set print font size from 1 (smallest) to 6 (largest) (Review examples below) then press SET to save.

1	JAN 11 PM4:13	4	JAN 11 PM4:13
2	JAN 11 PM4:14	5	JAN 11 PM4:13
3	JAN 11 PM4:14	6	JAN 11 PM4:12



## 2.9 Select Print Message

Press SELECT until ▲ points at Message



SELECT

CHANGE

SET

Press CHANGE to set the desired message (1-13 different messages options below).

Press SET to save.

Option	Message	Option	Message
1	IN	8	FILED
2	OUT	9	VOID
3	SENT	10	APR'D (Approved)
4	RCVD (Received)	11	CMPL'D (Completed)
5	PAID	12	CFMD (Confirmed)
6	USED	13	ORIGN (Original)
7	FAXED		

Note: you must have correct PRINT ORDER selected (Step 2.4) in order for the message to print (Select one of the print options #14 through #20).

## 2.10 Print Direction

The default setting is right print direction. To change, Press SELECT until ▲ points at Print Direction.



SELECT

CHANGE

SET

Press CHANGE to set print direction.

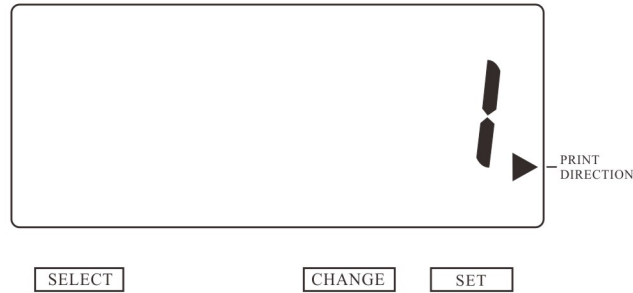
1 => Right Print; 2 => Left Print

Press SET to save.

Option	Print Direction Options
1	Right-hand margin of form
2	Left-hand margin of form

## 2.11 Print Activation

The default setting is automatic print activation: the recorder will auto-detect form and print automatically. To change, Press SELECT until ▲ points at Print Activation

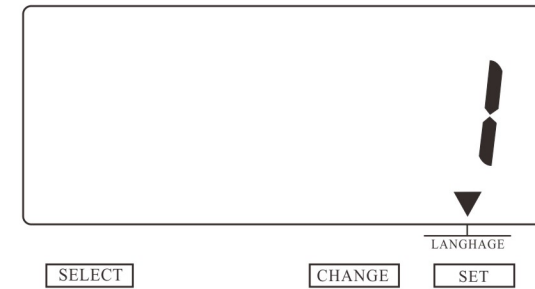


Press CHANGE to set print activation using options 1-4 (see below). Press SET to save.

Option	Print Method Option
1	<b>Automatic</b> – Allows you to print simply by inserting a card or piece of paper.
2	<b>Semi-Automatic</b> – Allows you to print by pressing the push bar only when a card or piece of paper is inserted and reaches the sensor.
3	<b>Manual</b> - Allows you to print anywhere on a card or piece of paper by pressing the push bar. The card or paper does not have reach the sensor.
4	<b>Combination</b> – Allows you to print by pressing the push bar or inserting a card or piece of paper.

## 2.12 Print Language

Press SELECT until ▲ points at Language.

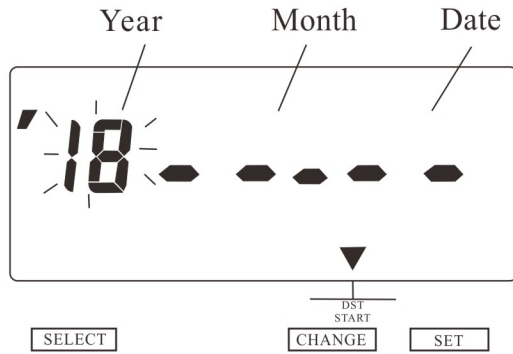


Press CHANGE to change print language option (1-4). Press SET to save.

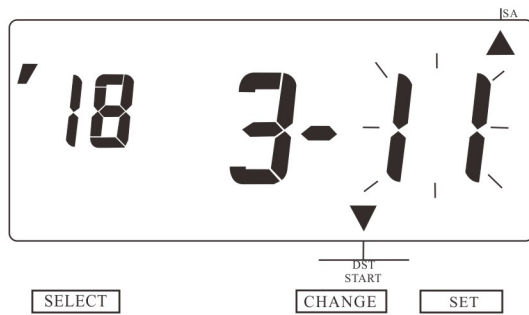
Option	Language
1	English
2	Spanish
3	French
4	Portuguese

## 2.13 Set Daylight Saving Time (DST) Method

Press SELECT until ▲ points at DST START

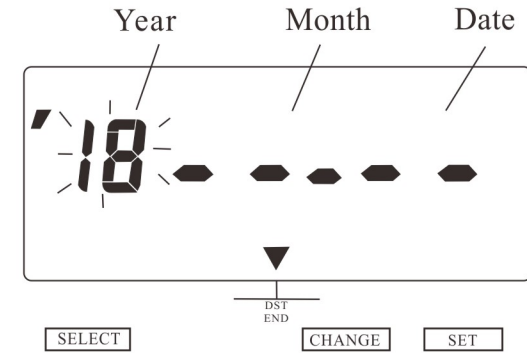


Press CHANGE and SET to change DST start date (Ex. 2018 March 11<sup>th</sup>).

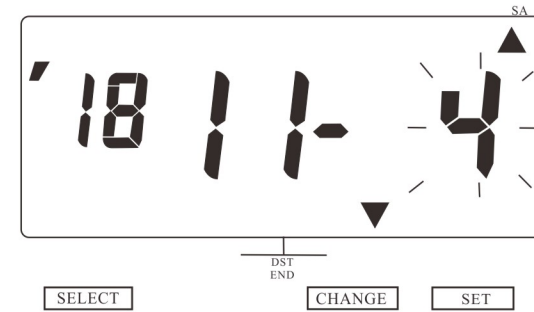


- AA: Change the year
- BB: Change the month
- CC: Change the day

Press SELECT until ▲ points at DST END



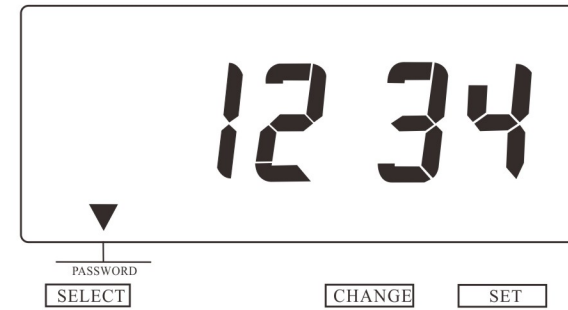
Press CHANGE and SET to Change DST end date (Ex. 2018 November 4<sup>th</sup>).



- AA: Change the year
- BB: Change the month
- CC: Change the day

The following table is provided to you as a reference of the daylight saving start/end dates for the most recent upcoming years:

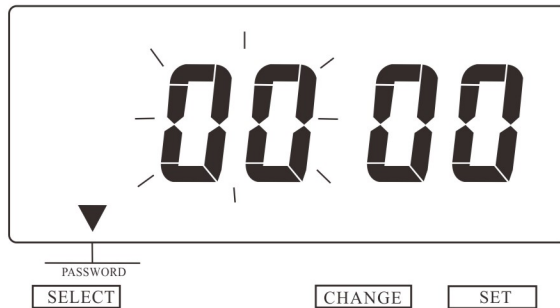
YEAR	DST BEGINS 2 AM (2ND SUNDAY IN MARCH)	DST ENDS 2 AM (1ST SUNDAY IN NOVEMBER)
2018	11-Mar	4-Nov
2019	10-Mar	3-Nov
2020	08-Mar	1-Nov
2021	14-Mar	7-Nov
2022	13-Mar	6-Nov
2023	12-Mar	5-Nov
2024	10-Mar	3-Nov
2025	9-Mar	2-Nov



Note: To turn off the password function, set the password to “0000”.

## 2.14 Set System Password

Press SELECT until ▲ points at Password



Press CHANGE to set the first 2 digits of the password combination.

Press SET, then enter the last 2 digits of the password combination.

Press SET again to save.

### 3.0 Troubleshooting

### 3.1 Error Codes

Error No.	Description	Solution
E-00	CPU error	Please contact Allied Time at 888-860-2535
E-01	Back-up battery needs to be replaced	
E-05	Card is not detected	Re-insert card correctly
E-30	Printer motor or home position sensor error	Make sure ribbon cassette is installed correctly
E-38	Printer head motor or sensor error	Press the push bar on top or Reset
E-40	Incorrect Password	Enter the correct password
E-41	DST setting error	Enter the correct daylight saving start and end dates
E-49	Incorrect setting entered	Refer to manual on the page related to the item you want to set and enter correct setting data

### 3.2 Q. & A.

**Q: The display does not work or parts of it do not work.**

**A:** Possible Causes:

- 1) Motherboard is defective
- 2) The LCD display is defective.

Correction: Contact your dealer or Allied Time for repair or replacement at 888-860-2535

**Q: What is the standard warranty on time clocks?**

**A:** The standard warranty on a time clock is a period of 1 year from date of original purchase from Allied Time or an Authorized Allied Time Reseller. However, there are things that the warranty does not cover. Please read the Certificate of Warranty carefully for the parts that the warranty does not cover.

**Q: Device cannot be turned on. Is it a defective product?**

**A:** Please make sure the power adaptor is plugged into the outlet and firmly into the back of the device. If the device still cannot be turned on after the power adaptor is correctly plugged, please contact Allied Time Technical Support Team at 888-860-2535.

**Q: How do I get replacement parts such as ribbon cassette or back-up battery?**

**A:** Please visit our website: [www.alliedtime.com](http://www.alliedtime.com) or contact us at 888-860-2535 to get information about ordering replacement parts.

## WARRANTY

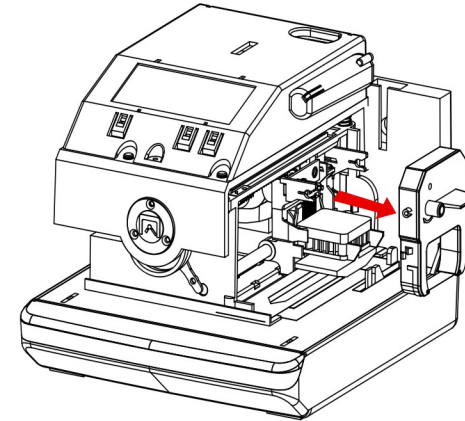
**Terms and Conditions:**

1. Allied Time offers 1-year limited warranty for any defects in material or workmanship. Please note that wear-and-tear items such as power adapters, ribbons, time cards, print heads, and motors are excluded from warranty.
2. This warranty is only valid when the product is purchased from Allied Time or from an authorized dealer or reseller.
3. Allied Time provides technical support by phone, chat or email. You can contact us at 888-860-2535 (9am to 5pm EST, Mon-Fri) or by email ([sales@alliedtime.com](mailto:sales@alliedtime.com)).
4. The following is not covered by Allied Time warranty:
  - a. Any defect that is caused by accident, abuse, neglect, shock, fire, flood, excessive heat or humidity, electrostatic discharge, improper installation, operation, maintenance or modification, and commercial use.
  - b. Any defect that is caused by not following the instructions in the user manual.
  - c. Any defect that is caused by misuse of power source and improper accessories installation.
  - d. Date restore and/or backup.
  - e. Any product whose seal and/or serial number is tampered with after purchase.
  - f. Shipping and handling fees.
5. Extended Warranty is available on selected models, please visit [www.alliedtime.com](http://www.alliedtime.com) or contact us 888-860-2535x1 for more information.

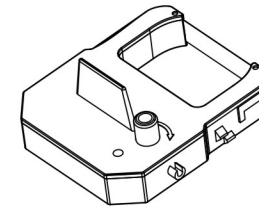
## 4.0 Ribbon Change & Wall-mounting

### 4.1 Replacing the Ribbon Cassette

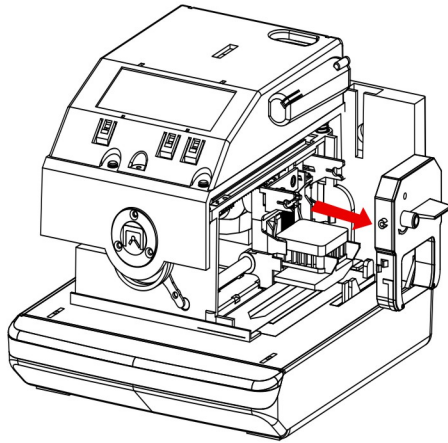
1. Remove the cover case (refer to instructions on page 2).
2. Hold the ribbon cassette by its tab and pull the ribbon cassette straight out to remove it as shown in the diagram below:



3. Turn the knob of the new ribbon cassette in the direction of the arrow (clockwise) to tighten the ribbon as shown in the image below:

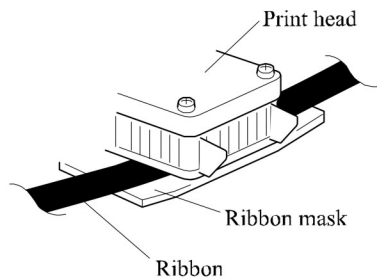


4. Install the new ribbon cassette inside the unit as show in the diagram below: push the ribbon cassette forward until it snaps into proper position. Turning the knob on the ribbon cassette may make installation easier.



### Installing Ribbon Cassette

NOTE: make sure the ribbon tape is **between** the print head and the ribbon mask, as shown in the image below. Printing will not function properly if the ribbon is placed behind the ribbon mask.



5. Turn the knob of the ribbon cassette in the direction of the arrow to tighten the ribbon.

6. Close the unit (refer to instructions on page 3) and test print.

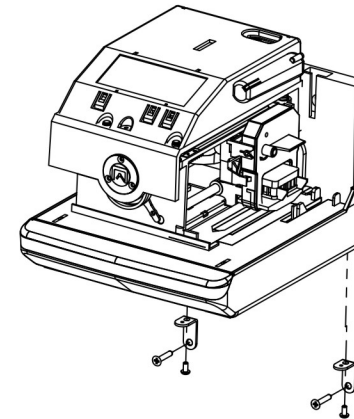
## 4.2 Wall-mounting

1. Install the supplied wall-mount screws by using the included template as shown in the diagram below.



2. Remove the cover case (refer to instruction on page 2).

3. Hang the unit on the wall and install Wall Mount Brackets as shown in the diagram below.



Close and lock the unit (refer to instructions on page 3).